

FINELINE

A Division of Finance monthly communication service

State of Utah

Department of
Administrative
Services

January 2005

Employee Self Serve Offers More Than Just Time Entry

Did you know that your agency can sign up to use Employee Self Serve (ESS) even if you are not entering time on-line? In addition to time entry, ESS allows employees to use the employee portal on the Internet to perform the following non-time entry functions:

- * Change W-4 forms
- * Change Direct Deposits
- * View pay statements on the Tuesday before payday Friday
- * Print current and past pay statements
- * View leave balances
- * View leave use history
- * Display pay periods and holidays

STEP UP!

We encourage agencies to step up and use time entry or the many other functions of Employee Self Serve.

These functions are available to all state employees, not only to those entering time through ESS. However, **agencies must contact State Payroll to request access to these functions.**

To arrange a demonstration of ESS, or for more information, contact Caroline Thomas in State Payroll at 801-538-3125 or carolinet@utah.gov. ❖

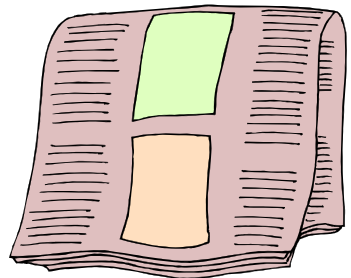
Annual Report to Citizens Was Issued in December

The *Fiscal Focus*, the State's annual popular report to the citizens of Utah, was distributed in December to public libraries and agency heads. The 2004 *Fiscal Focus* will be available on-line after the first of the year on the Division of Finance Web site (www.finance.utah.gov/reports/fiscalfocus.htm).

The *Fiscal Focus* provides citizens with a brief overview of state government operations, financial condition, and current economic environment. For the *Fiscal Focus*, information from the Comprehensive Annual Financial Report (CAFR) is condensed into charts and narratives that are easy to read and understand.

In addition to financial data from the CAFR, *Fiscal Focus* includes a message from the Governor, an analysis of the State's economy from the Governor's Office of Planning and Budget, and short articles that describe some of the major accomplishments of state agencies in the past year.

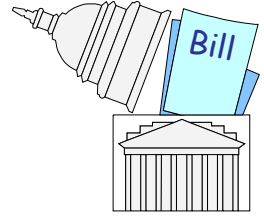
The *Fiscal Focus* informs citizens how their tax dollars are being spent on essential government programs that directly impact their lives. ❖



Contact Finance Before Your Bill Is Numbered

If your agency is sponsoring legislation with financial implications, we would appreciate it if you would involve the Division of Finance as early as possible. When we have the opportunity to review proposed legislation before the bill is numbered, it is easier to eliminate potential problems.

To notify the Division of Finance of legislation with potential financial implications, please contact either John Reidhead (801-538-1678, jreidhead@utah.gov) or Kim Oliver (801-538-3020, koliver@utah.gov). ❖



Payroll System Calendar Yearend Schedule*

**These are selected dates from the Payroll System Calendar Yearend Schedule.*

- Dec. 31** Last day for employees to use or donate annual and converted sick leave over 320, including annual accrual for pay period #26 that ends 12/31/2004.
- Jan. 6** Last day for agencies to enter address corrections in HRE for inclusion in W-2 processing.
- Jan. 7** Last day for agencies to enter 2004 leave adjustments to be included in yearend processing.
- Jan. 14** Finance sends all W-2s to Central Mail. W-2 forms will be mailed to the address on the employee's check stub or deposit advice.
- Jan. 14** Agencies print the Calendar Yearend Leave Summary by Employee Report to distribute to employees.
- Jan. 17** Agencies distribute the Delete Annual/Converted Over 320 Report and the Sick Leave Conversion Report. The reports will be available for agencies to run after Jan. 13.
- Jan. 17–21** Agencies may enter quota corrections for employees who did not convert sick leave because of errors with the leave record.
- Feb. 28** Last day for employees to notify the agency payroll person not to convert sick leave. Agency payroll person enters quota corrections to reverse the conversion. ❖



Contact the Division of Finance

Division Receptionist

801-538-3082

Disbursements

801-538-3200

FINET Help Desk

801-538-9690

Financial Reporting

801-537-9081

Data Warehouse

801-538-3530

Payroll

801-538-3056

Frequently Asked Question from FINET Help Desk

Q What logon ID and password am I supposed to use to get into the Finance forms that require me to log on to the Innerweb?

A Forms on the Finance Web site that are part of the eForms database require users to access them through the new version of SiteMinder on the Innerweb. SiteMinder now requires your e-mail address as the user ID and your LAN (network) password as the password.

Some agencies, including Education, have set up unique passwords for the Innerweb instead of using the network password. If you are unable to access eForms using your LAN password, contact your agency LAN administrator for assistance.

You can access the Finance forms at www.finance.utah.gov/forms. ❖



W-4 Changes Must Be Made on the New 2005 Form

Please be advised that, starting in 2005, all W-4 changes must be made on the **new 2005 form**. Due to a change in Internal Revenue Service (IRS) regulations, any changes made on old forms will not be accepted. The IRS will not allow any variances.

You can access the new form on our Web site at www.finance.utah.gov/pdf/2005formw4.pdf. You can also find the form on the IRS Web site at www.irs.gov.

Another option is for agencies to set up their employees to use Employee Self Serve to make W-4 changes through the employee portal. Contact Caroline Thomas in State Payroll at 801-538-3125 or by e-mail at carolinet@utah.gov for more information. ❖



News from the State Travel Office

Provide Consultants with Letters to Obtain State Lodging Rates

If your agency is reimbursing the lodging costs for consultants, you must provide each consultant with a letter stating that they are eligible to book lodging at the State of Utah per diem rate.

Hotels will not allow anyone who is not a state employee to use the per diem rate without a confirmation on your agency letterhead, stating that the agency will reimburse the lodging expenses and that the consultant is eligible to use state lodging rates.



Diamond Parking Rate Changes

Diamond Parking now charges \$5 per day for self-parking. To receive this special rate, travelers must identify themselves as state employees by presenting a valid state ID badge or state business card. Diamond provides shuttles to and from the Salt Lake International Airport. ❖



FINET Schedule

- Jan. 7** FINET open; December monthend
Jan. 17 FINET closed; Martin Luther King Jr. Day holiday
Jan. 18 FINET open; Tuesday cycle due to holiday



Payroll Training

Computer-based training on the Payroll System is available on the Finance Web site at www.finance.utah.gov/training/courses.htm.

Click on the course names below to view the course descriptions or to access the on-line courses.

Data Warehouse Training

- Jan. 11** [Data Warehouse – Payroll](#); 10 – 11:30 a.m.
Jan. 11 [Data Warehouse – FINET](#); 1:30 – 3 p.m.

FINET Classroom Training

- Jan. 25** [Purchasing Lab](#); 8:30 – 11:30 a.m.
Jan. 25 [Disbursing Lab](#); 1 – 4 p.m.
Jan. 26 [Fixed Assets Lab](#); 8:30 – 11:30 a.m.
Jan. 26 [Internal Transactions Lab](#); 1 – 4 p.m.



FINET On-Line Courses

[FINET System Navigation](#), [FINET Overview](#), [Employee Reimbursements](#), [Purchasing and Disbursing](#), [Cost Accounting](#), [Grant Accounting](#), [Revenues and Receivables](#), [Internal Transactions](#), and [Fixed Assets](#)

FINET Classroom Training Not Scheduled This Month

[Budget Control](#), [Grant Accounting Lab](#), [Project Accounting](#), [FINET Inventory](#), and [On-line Inquiries](#)

FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Reservations



To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses and link to on-line courses at:
www.finance.utah.gov/training/courses.htm.